



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: AUGUST 21, 2015

CLOSING DATE: SEPTEMBER 4, 2015

TITLE: VAN DRIVER

GRADE: 109

DEPARTMENT: LIBRARY

BARGAINING UNIT: AFSCME Clerical / Technical

ENTRY RATE: \$10.59 /hour, \$20,650/annual HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a **County Employment Application** and a **Bid Form** stating their qualifications and the **Release Form for Driver's History** to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS, BID, AND RELEASE FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High School degree, motor vehicle license, basic vehicle maintenance skills, safe driving record. **A Release Form for Driving History Check must be completed along with job application form and bid form.**

CONDITION OF EMPLOYMENT:

The selected candidate will be **pre-employment required** to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing.

KNOWLEDGE, SKILLS, & ABILITIES:

Must be able to safely operate motor vehicle. Must be able to lift 50 pounds. Must understand basic maintenance needs of vehicle. Must be able to log information necessary to keep proper records. Must be reliable and able to maintain schedule without direct supervision.

DEFINITION OF CLASS:

Operator of delivery van or other type of light automotive equipment.

DUTIES & RESPONSIBILITIES:

Delivers and picks up library materials to and from all library locations including branches, local libraries, and other designated outlets; performs minor repairs on automotive equipment; loads and unloads materials and equipment; sorts and distributes materials picked up and delivered; maintains a standard schedule of stops, prepares accurate statistics for both a daily and monthly report; advises supervisor of major maintenance problems, inspection times, tire changes; cleans both exterior and interior of van on a bi-weekly basis during the months of April through October and on a weekly basis during the months of November through March. Assists in Interlibrary Loan with unpacking materials received via mail or other delivery services.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.